

Publisher 2003

Bells & Whistles: Part 4

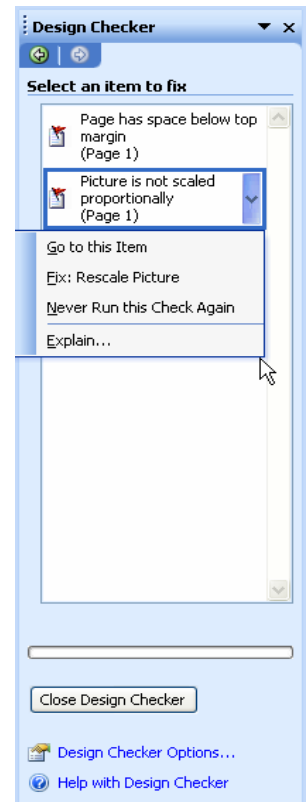
Techniques for Publication Distribution

Objective 1: Learn how to Check the Design of a Publication

Now that you have created a publication, there may be times when you will need to change it. For example, the text box may be too small to accommodate the text you intend to insert. In this lesson, you will use different techniques to modify the layout and structure of a publication.

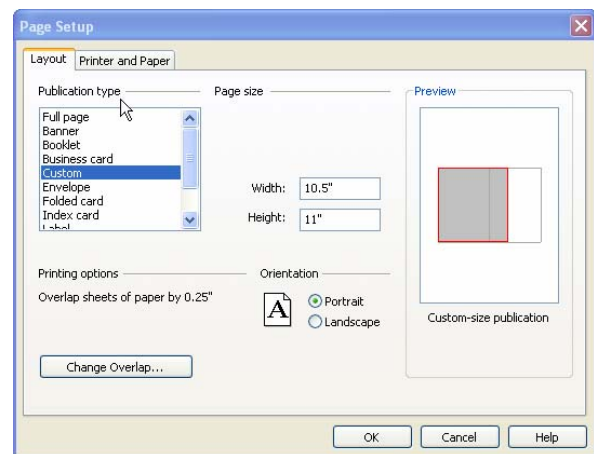
To check a publication for design problems:

1. Open an existing publication.
2. Choose **Tools**→**Design Checker** to check the publication for design errors and
3. Display the **Design Checker** task pane.
4. Under Select **An Item to Fix**, if there are designs errors, place the mouse pointer over the item you want to fix, click the drop-down list arrow, and select an option of your choice...
 - Click **Go to This Item** to go to the page where the problem is located.
 - Click **Never Run This Check Again** to disable the check. This affects all instances of the problem. Before you choose this option, make sure this is something you do not want to check for anywhere else in the publication.
 - Click **Explain to open a Help Topic** that explains the problem and offers suggestions about how to fix it.
5. If necessary, if an auto flow message appears, follow the prompts to get the desired result



Objective 2: Learn how to Change the size of a publication

1. On the **File** menu, click **Page Setup**.
2. Click the **Layout** tab.
3. Under **Publication type**, select the publication type you want, and then click **OK**.
4. Under **Publication type**, select **Custom**, enter the **Width** and **Height** you want, and then click **OK**.



Objective 3: Send a Publication as an Email message or Email Attachment

You can send any existing publication as an email message or you can choose a pre-designed publication specifically for email messages.

To Send as an Email Message (use Outlook 2003 or Microsoft Outlook Express as your default)

1. If necessary, open the publication you want to send as an attachment.
2. Select the **File** menu, **Send E-Mail**
3. **Send this Page as Message**
4. Address the email as normal
5. In the **Subject** text box, type the subject of the email.
6. If desired, type a message in the body of the email.
7. Click **Send**.

To Send as an Email Attachment

1. If necessary, open the publication you want to send as an attachment.
2. Select the **File** menu, **Send E-Mail**
3. **Send Publication as Attachment** to display the Message window
4. continue with steps 4-7 as above objective

To preview a page in your browser






1. Open the page you intend to email.
2. Choose **File**→**Send, E-Mail**→**E-Mail Preview**
3. Close out of the browser.

Objective 4: Learn How to Print a Publication

To preview a publication

1. Select the **File** menu→**Print Preview**.



- To use the **Zoom** tool , display the **Zoom** drop-down list and select the desired magnification.
 - To use the **Increase Magnifier** tool , place the mouse pointer over the area in the publication you want to see at 100% and click once.
 - To use the **Decrease Magnifier** tool , place the mouse pointer over the area in the publication you want to decrease magnification and click once. To use the **Whole Page** tool , click the **Whole Page** button on the **Preview** toolbar to display the publication as one page.
 - Or, to see several pages at the same time, click the **Multiple Pages** button.
2. Click the **Print** button  on the **Print Preview** toolbar, or
 3. Click the **Close** button to close out of **Print Preview**.

To Print a Publication

1. Select **File**→**Print**
2. Set the desired **print options**, Click **OK**